



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

12/6/13

Olga Nunez
1806 New Hampshire St
Muscatine IA 52761

Dear Olga,

This letter is in regards to the 12/3/13 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Olga will need to request background check paperwork for her sister who visits the home frequently when daycare children are present. Olga will need to have her sister provide documentation for her dog's annual physical exam and shots if her dog will be present when daycare children are present in the home.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Olga needs to post this information.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Olga needs to place items in bathroom labeled "Keep Out Of Reach of Children" in higher inaccessible area for children. Olga needs to move laundry detergent in basement to higher inaccessible area for children.

☐ 110.5(1)d Medicines are inaccessible to children.

Olga needs to move medicines in medicine cabinet and on top of kitchen sink countertop.

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Olga needs to place safety caps in 2 outlets in living room; 5 outlets in kitchen and 3 outlets in upstairs bedroom.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Olga needs to remove swing from tree; remove basketball backboard from area; remove burn pile/fire pit; remove tiki torch and grill from outdoor play area; anchor swingset and fix broken swing on swingset; remove sinch strap from play equipment and move equipment off of concrete area; remove trampoline or put enclosure on it.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Olga needs to remove lumber from inside of outdoor play house.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Olga needs to post these plans by frontdoor. Please see example.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Olga needs to show routes for fire and tornado on the plans posted.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Olga needs fire extinguisher for upstairs area.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Olga needs detector at top of her basement steps and one in her upstairs bedroom.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Olga needs to place compliant signs in transport vehicle.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Olga needs to show proof of annual exam for one dog.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Olga needs to show documentation of her procedures on how she would care for mildly ill children that become sick while in her care (prior to their parents coming to pick them up.) as well as existing conditions for children that exclude them from coming to daycare.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Olga needs to provide documentation of these policies.

☐ 110.5(1)x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

Olga needs to provide documentation of this.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Olga needs to show documentation of current physical for Olga, Clarissa, Joaquin and proof of immune status for dTap for Olga.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Olga needs to show documentation of current course completion.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Olga needs to show documentation of current course completion.

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Olga needs to obtain Certificate of Compliance from the manufacturer of her crib. Also see 110.5(1) h.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need for P.S., A.S., A.M., G.F., A.F., L.F., R.S.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need for P.S., A.S., A.M., G.F., A.F., L.F., R.S.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need for B.M.(6), B.M.(8), A.M., V.M., G.F., A.F., L.F., R.S.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Need for V.M., L.F.

- ☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Need school aged health status for P.S., B.M.(6), B.M.(8), A.M., T.M., G.F., A.F., R.S.

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need for P.S., A.S., A.M., T.M., G.F., A.F., L.F., R.S.

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need for V.M., T.M., G.F., A.F., L.F., R.S.

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Need for B.M.(8), A.M., T.M., G.F., A.F., R.S.

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need for P.S., A.S., A.M., G.F., A.F., L.F., R.S.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 1/20/14.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **1/20/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).